

LOCAL OFFICE REPORTS AND MISCELLANEOUS REMINDERS

MO Inst. 1905-A
Exhibit A

	PROCEDURE REF											
	OFC CODE											
	DISTRIBUTION											
REPORT	DUE DATE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Employee Recognition	SCA-4130-01 OFC: Employee Personnel File O-LO through RDM 1-File									Anytime throughout the year (time off awards up to 10 hrs can be approved by supervisor w/no higher level review required)		
Serial Numbers	Security Manual	X							X			
Automation	OFC: 1940-P											
Equipment	List mailed to offices to be checked against equipment July 30 & Jan 30											
Security Review	Security Manual OFC: 1940-P Jan. 15	X										
Contingency Plan/Field	OFC: 2000 Send only "changed" sheets to:	X										
Office Emergency Action Plan	1-SO 1-Recovery Office 1-Official file in office 1-RDM if required									Review and update annually (in conjunction with Security Review) or when changes occur		
Master Index of Contract Solicitation	2024-A By 5th of each month FOCO responsible for submitting O-SD Staff, ATTN: Lue	X	X	X	X	X	X	X	X	X	X	X
Strategic Plan Report	LO sends to AO for consolidation by the 5th of every other month due AO consolidates and sends to SO by 10th of every other month due	X		X		X		X		X		X
Monthly Calendar	2006-O OP 66 OFC: 2006-O O-File 1-CDM to RDM	X	X	X	X	X	X	X	X	X	X	X
Vehicle Commitment and Authorization	Form 2018-I OFC: 2018-G O-SO (SD Staff) 1-File May 15 of each year					X						

LOCAL OFFICE REPORTS AND MISCELLANEOUS REMINDERS

MO Inst. 1905-A
Exhibit A

	PROCEDURE REF											
	OFC CODE											
	DISTRIBUTION											
REPORT	DUE DATE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Availability of Information (FOIA)	2018-F Memo form OFC: 2018-F O-SO (PSS) 1-File Oct 5 for FY										X	
Monthly Motor Vehicle Use Record (GSA Vehicles)	Report Sheet OFC: 2036 O-SO 1-File 20th of each month	X	X	X	X	X	X	X	X	X	X	X
Travel Vouchers	2036-A AD-616 OFC: Personal file of employee O-Approving Office RDM approves CDM 1-File 5th of each month	X	X	X	X	X	X	X	X	X	X	X
Activity Documentation	Activity Documentation Form prepared by any empl. Involved in contact Distribution: 1-Community File (if appl) 1-RDM 1-Janie Dunning 1-Martha Newsom	X	X	X	X	X	X	X	X	X	X	X
						Completed as activities occur						

LOCAL OFFICE REPORTS AND MISCELLANEOUS REMINDERS

MO Inst. 1905-A
Exhibit A

DEC
X
X
X